

Cochrane-Fountain School District – Job Description

Title: Superintendent

Summary

The Superintendent will be committed to high academic standards for all students with a focus on improving student achievement, building a performance-based culture, supporting the continued development of teachers and leaders, and ensuring financial sustainability while providing a safe and secure environment for all. The Superintendent will provide oversight and leadership to further the Board-approved vision, mission, strategic plan, and policies. Most importantly, the Superintendent will ensure that the change initiatives currently in place as well as others he/she identifies in the future are aligned to the District goals, focused on improving outcomes for students, and are implemented with fidelity and success. Additionally, the Superintendent must be committed to fostering community and parent support, understanding, and managing philanthropic and civic partnerships, and remain aware of and participate in state level policy.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Demonstrate proficiency in the Wisconsin Administrator Standards

Leadership for Student Learning and Visionary Leadership

- Responsible for the leadership, guidance and direction of the administrative functions of the Cochrane-Fountain City School District (C-FCSD).
- Creates a shared vision through strategic planning with the Board.
- Provides curriculum and instructional leadership focused on ensuring all students excel in cooperation with teaching staff, Board and others as needed.
- Implements reform and change initiatives in cooperation with the Board to ensure fidelity and success at all levels of the District.
- Assists the Board with developing policy and assures all policies meet DPI rules/regulations and WI State Statutes.
- Works cooperatively with WASB, WASDA to enhance the success of C-FCSD.
- Understands and incorporates trends and research to improve the quality of education at C-FCSD.
- Works cooperatively and innovatively to strengthen the Board, staff, and community relationships.
- Works with all members of the community, agencies, and others to gain support for the District and is encouraged to participate/seek membership in local organizations/groups.
- Makes decisions and seeks Board approval regarding C-FCSD compliance with policy and best practices.
- Demonstrates honesty, integrity, fairness, and high ethical standards at all times.

School Climate and Management

- Possesses a thorough understanding of effective management systems and uses this knowledge to effectively staff C-FCSD.
- Attracts and retains high quality staff.
- Makes timely decisions and recommendations.
- Proactively engages the Board on key strategic and policy issues prior to implementation.
- Builds a culture of trust while supporting and empowering staff to make decisions.
- Controls and exercises general supervision over policies and management of the administrative team and the C-FCSD.
- Manifests skills in delegating authority with clear accountability measures.
- Brings an open and participatory process to seeking and identifying solutions to complex issues.

Fiscal Responsibility

- Demonstrates expertise in financial management.

- Understands the details of the budget process and ensures budget alignment to District priorities.
- Engages granting agencies, philanthropic community leaders and others to gain commitment and continued financial support of C-FCSD.
- Understand and can provide leadership with the development and implementation of a District long-range plan and strategic plan.

Communication and Interpersonal Skills

- Communicates a vision of quality education and motivates others to work together to achieve that vision.
- Accessible to Board members, staff, and the community.
- Demonstrates effective, authentic and ongoing community and stakeholder engagement strategies.
- Keeps the staff, Board and public informed of all matters of significance in C-FCSD.
- Shows sensitivity and respect for diverse backgrounds and cultures.
- Presents clear recommendations and decisions.

Professional Responsibilities

- Attend administration team meetings, School Board meetings, and committee meetings as needed.
- Seek at attend professional conferences and professional development opportunities.
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, etc., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Satisfactorily complete all annual requirements of the Educator Effectiveness process.
- Maintain a positive workplace attitude and demeanor.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by the School Board.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- Possess a minimum of an Ed.S or Ph.D. degree
- Valid Wisconsin District Administrator License
- Previous supervisory experience

Preferred

- 10 years related supervisory experience.
- Experience in public school, state or local government, nonprofit or a business of similar size and complexity.
- Experience as Superintendent, Assistant Superintendent, Principal or other administrative position preferred but all candidates meeting the minimum qualifications will be considered.
- Experience managing school board, community, student, parent, and stakeholder relationships.
- Experience creating a positive and collaborative relationship with unions, professional associations, and negotiating employee contracts and/or managing contract or labor agreements.
- Demonstrated ability to develop policy, strategic plans, and related initiatives.
- Demonstrated experience managing annual budget, procurement, transportation needs and facilities of a school district or comparable organization/business.

Knowledge, Skills and Abilities Required: The following characteristics are important for the successful performance of assigned duties:

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination/management of people and resources.
- Ability to identify complex problems, manage organizational change, develop and evaluate options, and implement solutions.
- Excellent interpersonal and communication skills (orally and written).
- Ability to work cooperatively with the Board, school and District leaders, staff, community, stakeholders, and local, state and federal government.
- Ability to analyze data for trends and standard performance in various programs and to develop strategies for improvement.
- Knowledge of and demonstrated ability to manage school district budget, finances, referendum funds, and daily operational functions.
- Knowledge of finance principles involved in budgeting, grants management, forecasting, and fund allocation.
- Ability to attend meetings of the Board, other community and stakeholder meetings, etc.
- Knowledge of and ability to use technology including demonstrated proficiencies in the MS Office suite of tools (Outlook, Word, Excel, etc.) and Google Docs.

Terms of Employment

Employment is full-time, 12 months. Salary, benefits, and other compensation to be establish and approved by the School Board.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of the administrator.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021